

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



**Administrative Issuance: CFSA-06-18**

TO: All CFSA Staff

FROM: Audrey L. Sutton, Deputy Director for Program Operations

DATE: November 13, 2006

RE: Assistance with Enrollment into Vocational School

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The Child and Family Services Agency (CFSA), Office of Youth Development has developed services to assist youth in out-of-home placements to plan for their futures and make a successful transition to adulthood. Access to post secondary education can benefit the youth in attaining educational or vocational goals.

This administrative issuance outlines the requirements and procedures for receiving assistance with enrollment into vocational school. If you have any questions about this administrative issuance please contact the Administrator for the Office of Youth Development.

The legal authority for this administrative issuance is the Child and Family Services Agency Establishment Amendment Act of 2000, effective April 4, 2001, D.C. Law 13-277; Title IVB and IVE of the Social Security Act and especially the John H. Chafee Foster Care Independence Program, 42 USC § 677.

**Definitions**

In this administrative issuance, the following terms have the meanings indicated:

- A. **Center of Keys for Life (CKL)** – The CFSA Chafee Foster Care Independence Program.
- B. **DC Adoption Program** - The federally funded Adoption Scholarship Program available to DC residents who have been adopted through the DC Foster Care system and/or children who lost one or both parents in the September 11 terrorist attacks.
- C. **The DC One Application** (three in one application) - The application for DC TAG, DCLEAP and DC Adoption Programs.
- D. **DC LEAP** - The DC Leveraging Educational Assistance Partnership Program a need-based grant offered to DC residents for education or training beyond the high school level.
- E. **DC TAG** – District of Columbia Tuition Assistance Grant, which provides DC residents with financial assistance in attending public institutions across the country, private non-profit colleges and universities in the metropolitan area, and private Historically Black College and Universities (HBCU's).
- F. **FAFSA (Free Application for Student Aid)** – The official document used by every college and university to determine eligibility for Federal Student Aid.
- G. **Vocational school** – A postsecondary vocational institution as defined in 34 CFR 600.6.

### **Eligibility for Assistance with Enrollment into Vocational Schools**

CFSA will assist the youth with the enrollment process into a vocational school if the youth:

1. Is enrolled and actively participates (at least twice a month) in CKL services;
2. Has expressed an interest in pursuing vocational education;
3. Is eighteen (18) years old or older; or
  - a. Is pursuing a general equivalency diploma (GED) or a senior in high school; or
  - b. Has a GED or high school diploma; and
4. Participates in the Department of Employment Services (DOES) job readiness program, including attending weekly group or individual sessions.

### **Assistance with Enrollment**

To assist the youth in enrolling in a vocational school, CFSA may:

1. Discuss different types of vocational options;
2. Assist with the vocational school search process including factors to consider in choosing a vocational school or institution;
3. Review vocational school entrance requirements;
4. Review vocational school admission process;
5. Assist with the financial aid process (including grants and scholarships);
6. Help the youth with applying for the Education and Training Vouchers (ETV) Program (see *administrative issuance CFSA-06-9 Post-Secondary Education and Training*);

*Note: To maximize the financial assistance a youth may receive to pay for the vocational school, youth are required to apply to institutions that are eligible for FAFSA.*

7. Assist with vocational school visits (to the extent that funds are available, youth may participate in a group vocational school tour); and
8. Engage the youth in individual consultation. Subjects addressed in individual consultation may include:
  - a. Reviewing financial award letters with the youth, as well as the Student Aid Report (SAR) to ensure accuracy
  - b. Understanding the vocational school's credit system; and
  - c. Vocational school correspondence.

### **Assistance with Application Process**

CFSA will assist the youth with the application process that may include the following:

1. Identifying vocational schools to which to apply;
2. Completing vocational school applications and supporting documents for no more than 3 schools; and
3. Submitting completed applications to selected institutions.

### **Appeal**

A youth who is aggrieved by a decision of CFSA to deny, suspend or revoke assistance with enrollment into vocational school may appeal the decision in accordance with 29 DCMR Chapter 59. See *administrative issuance CFSA-05-7 Fair Hearings Requirements for Appeals of Service Decisions*.